Technology-Mediated Instructional Support
Office of Technology and Distance Learning

USING IMPATICA FOR POWERPOINT

Developed by:
Cindy Yamaguchi, Media Specialist
Technology-Mediated Instructional Support
Office of Technology and Distance Learning
cynthiae@hawaii.edu
933-3226

TABLE OF CONTENTS

Introduction 3

Goals 3

What is Impatica for PowerPoint? 3

Installation: 3

Good Teaching Practices facilitated by Impatica for PowerPoint 3

Unit 1: Setting Up and Creating a PowerPoint Presentation for Web Delivery 3

Create a PowerPoint Presentation 4

Exercise - Create a PowerPoint presentation 4

Prepare Narration for PowerPoint 5

Exercise 1 – Adjust the Audio Settings in PowerPoint 5

Exercise 2 – Record Narration and Play the Presentation 6

Unit 2: Using Impatica for PowerPoint 7

Select Source Files for Translation 7

Choose Impaticizing settings 8

Exercise 1 – Slide Show Tab 8

Exercise 2 – Output Files Tab 9

Exercise 3 – Media Tab 9

Create the Impaticized Files (-imp.html, -imp.jar, & ImPlayer302.jar) 10

Exercise 1 – Impaticize and Preview a File 10

Unit 3: Adding an Impaticized PowerPoint file to a WebCT class 11

Exercise 1 – Upload the Impaticized files into Webct 11

Exercise 2 – Add the Impaticized PowerPoint File as a single page 11

Helpful Resources: 12

INTRODUCTION

This workshop is designed to show you how to use Impatica to transform existing or newly developed Microsoft PowerPoint presentations for delivery over the Internet without plug-ins and at low bandwidth.

This learning guide is intended to serve as a reference upon the completion of the workshop.

GOALS

After completing this workshop you will:

- know what Impatica does.
- be able to create a PowerPoint presentation with narration.
- know how to use the Impatica for PowerPoint software.
- know how to add an impaticized PowerPoint file to a WebCT class.

WHAT IS IMPATICA FOR POWERPOINT?

Impatica for PowerPoint is a software tool for the PC and Mac that translates PowerPoint files into a more efficient file that can be streamed over the Internet. The result is an HTML file and a compressed Impatica file (.imp) that is read by Impatica's Java player applet (.jar). It will compress text, graphics, audio, video animation, and interactivity.

INSTALLATION:

The University of Hawaii has a site license for Impatica for PowerPoint for use by UH faculty and staff only. Impatica for PowerPoint is installed on the training computers and in the Instructional Technology Lab in UCB 120. To download and install in on your own computer click one of the links below and follow the instructions:

- Windows: http://kuhi.its.hawaii.edu/impatica/
- Mac: http://kuhi.its.hawaii.edu/impatica/?mac

GOOD TEACHING PRACTICES FACILITATED BY IMPATICA FOR POWERPOINT

- Encourages contacts between students and faculty.
- Emphasizes time on task.
- Respects diverse talents and ways of learning.

UNIT 1: SETTING UP AND CREATING A POWERPOINT PRESENTATION FOR WEB DELIVERY

Before you can use Impatica for PowerPoint you need to have a presentation. It can be new or one that you've already created.

CREATE A POWERPOINT PRESENTATION

In the following exercise, you will be to creating a simple PowerPoint presentation. To create the presentation, use the following guidelines:

- The presentation should contain 5-7 slides.
- Use any topic you wish. If you can't think of anything, here are some ideas:
  - 5 reasons for taking your class (marketing).
  - 5 things people should know about you (bio).
  - 5 reasons to graduate (closing the gap).
  - 5 ways to make an 'A' in your class (special interest).
- Add some transitions and/or animations.
- Use some clipart
  - When using graphics, make sure they are small and compressed.
  - Acceptable graphic formats: JPEG, GIF, PNG, WMF, EMF, TIF.

EXERCISE - CREATE A POWERPOINT PRESENTATION

1. Open Microsoft PowerPoint
2. From the **Menu** bar, select **File**, then **New**.
   - ➢ The New Presentation dialog box appears.
3. From the **Menu** bar, select **Format**, then **Slide Design**.
   - ➢ PowerPoint's preformatted design templates appear on the right-hand side.
4. Choose a template supported by Impatica for PowerPoint.
   - ➢ Do not use the following unsupported templates:
     i) Capsules
     ii) Dad's Tie
     iii) Marble
5. Complete your first slide and add subsequent slides by clicking the **New Slide** button on the formatting toolbar, or from the **Menu** bar, select **Insert**, then **New Slide**.
6. Save your presentation in the **Impatica** class folder on your desktop, or to a desired location.
   - ➢ For this exercise, use your last name in the file name (example: doe.ppt).

PREPARE NARRATION FOR POWERPOINT

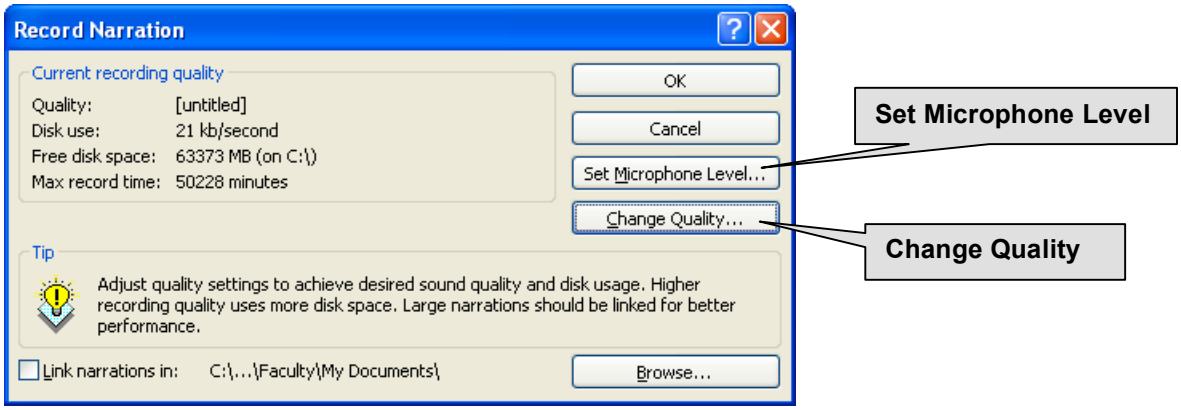
When adding narration to your presentation, use the following guidelines:

- Write a script before recording (in the recording exercise you can read the title of each slide).
- Be brief and to the point.
    - Narration per slide should be no longer than 1 minute and preferably less than 30 seconds.
- Identify yourself or the author of the presentation.

EXERCISE 1 – ADJUST THE AUDIO SETTINGS IN POWERPOINT

1. From the **Slide Show** menu, select **Record Narration**.

    ➢ The Record Narration dialog box will appear.


Record Narration
Current recording quality
Quality: [untitled]
Disk use: 21 kb/second
Free disk space: 63373 MB (on C:\)
Max record time: 50228 minutes
OK
Cancel
Set Microphone Level...
Change Quality...
Tip
Adjust quality settings to achieve desired sound quality and disk usage. Higher recording quality uses more disk space. Large narrations should be linked for better performance.
Link narrations in: C:\...\Faculty\My Documents\
Browse...
Set Microphone Level
Change Quality

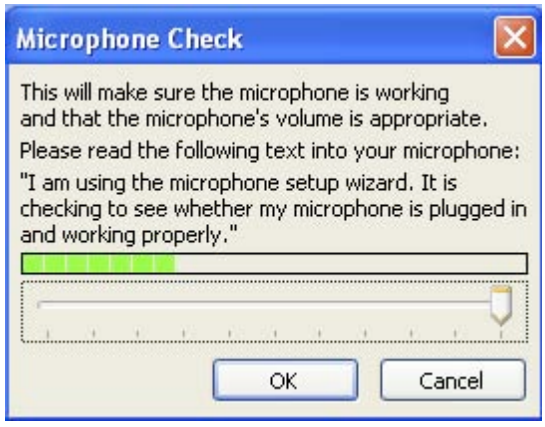
2. Click the **Set Microphone Level** button.

    ➢ The microphone check dialog box appears.

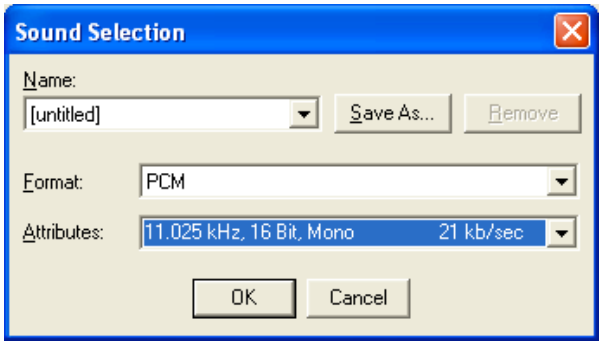
3. Check your microphone's recording level by following the directions.

4. When done, click the **OK** button.

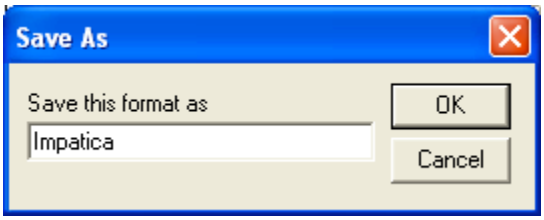
    ➢ The Record Narration dialog box will reappear.


Microphone Check
This will make sure the microphone is working and that the microphone's volume is appropriate.
Please read the following text into your microphone:
"I am using the microphone setup wizard. It is checking to see whether my microphone is plugged in and working properly."
OK
Cancel

5. Click the **Change Quality** button.
   - The Sound Selection dialog box appears.



6. Make the following Impatica recommended selections by using drop down lists:
   - Format: PCM.
   - Attributes: 8,000Hz, 16 Bit, Mono.
7. Click the **Save As** button.
   - The Save As dialog box appears.
8. In the **Save this format as** field, type **Impatica**.
   - This step will save the recommended selections for the next time you use Impatica.



9. Click the **OK** button.
   - The Sound Selection dialog box reappears.
10. Click the **OK** button.
    - The Record Narration dialog box will reappear.

EXERCISE 2 – RECORD NARRATION AND PLAY THE PRESENTATION

Before starting this exercise, have your script and microphone ready!

1. **To begin recording**, click the **OK** button in the Record Narration dialog box.
   - The presentation will go to full screen.
2. To advance through the slides, use the **Page Down** key on your keyboard or click your left mouse button.
3. At the end of your last slide, click your left mouse button to exit.
   - This action will stop recording your narration.
4. Click **Yes** or **No** to save your narration.
5. Save the presentation.
6. Play the presentation. If you have made mistakes you can:
   - Re-record the entire narration.

     Or
   - Delete the sound on one slide and re-record it.

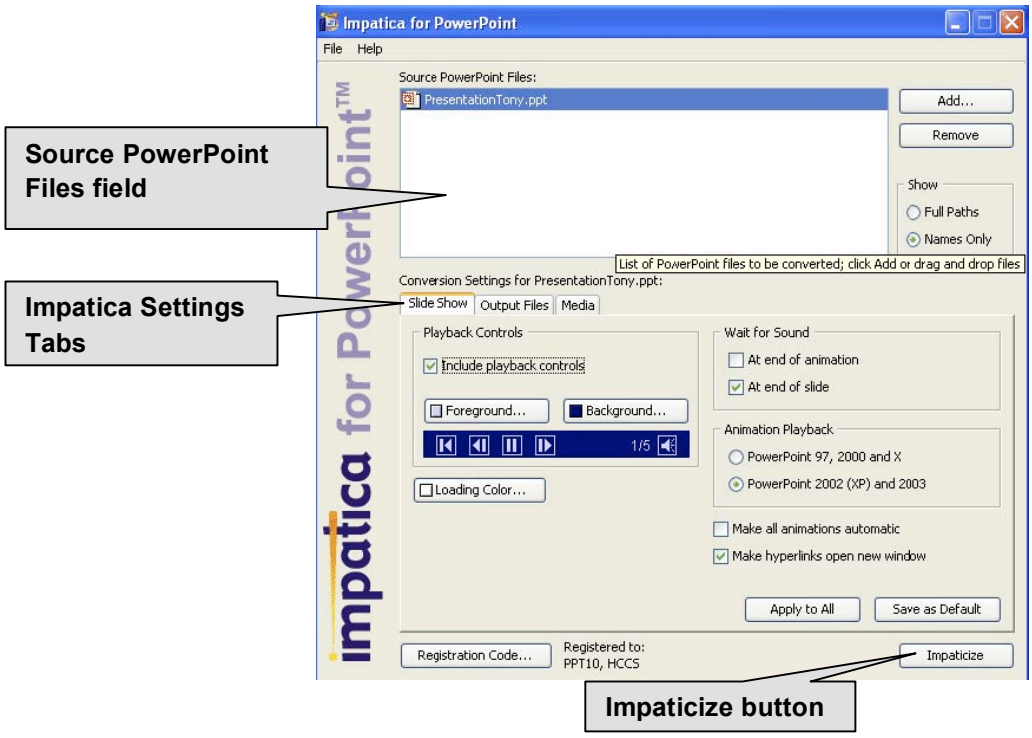
UNIT 2: USING IMPATICA FOR POWERPOINT

Now that the narrated PowerPoint file is complete, it's time to learn how to translate it into a compressed and web-friendly format.

SELECT SOURCE FILES FOR TRANSLATION

1. Open Impatica for PowerPoint.

   - The Impatica for PowerPoint Source Files dialog box will appear.



2. You can add your PowerPoint file one of two ways:

   - Drag your PowerPoint file into the **Source PowerPoint Files** field.

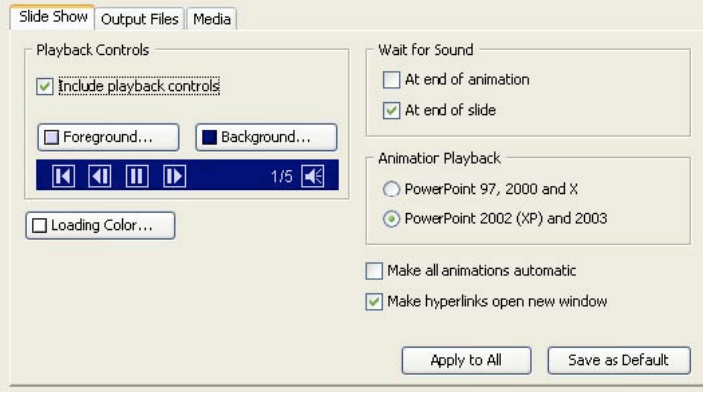
     Or

   - Click the **Add** button, find and select your PowerPoint file, then click the **Open** button.

CHOOSE IMPATICIZING SETTINGS

There are a number of translation settings you can select; these settings are grouped and presented on three tabs:

- Slide Show
- Output Files
- and Media

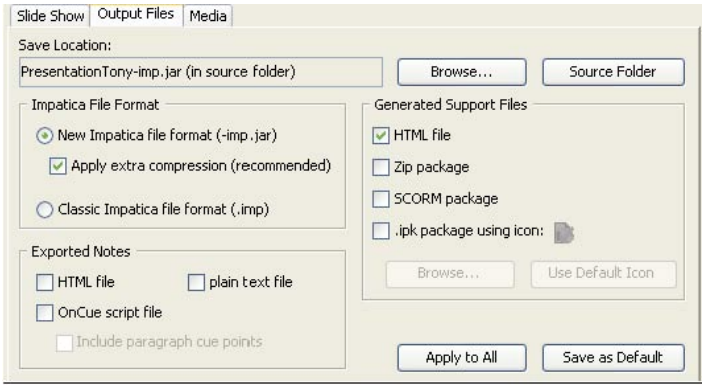


EXERCISE 1 – SLIDE SHOW TAB

1. In the Playback Controls section:
   - Click the **Include playback controls** checkbox if you want Impatica to add VCR-like buttons that allows the user to control navigation.
     i) Playback controls are rewind, previous, pause/play buttons, and next.
2. In the **Wait for Sound** section (facilitates synchronizations of narration):
   - Check the **At end of animation** checkbox.
   - Check the **At end of slide** checkbox.
3. In the **Animation Playback** section check the PowerPoint 2002 (XP) and 2003 checkbox.
4. Check the **Make all animations automatic** checkbox.
   - All animations will occur automatically, without waiting for a mouse click
5. Click the **Make hyperlinks open new window** checkbox
   - All hyperlinks will open in a new browser window.

EXERCISE 2 – OUTPUT FILES TAB

1. Click on the **Output Files** tab.



2. In the **Save Location** field, make sure the Impatica class folder is shown, or click **Browse** to find an alternate saving location.

3. In the **Generated Support Files** field.

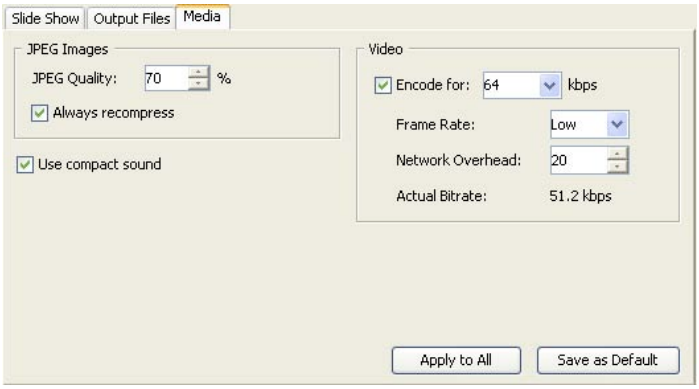
   - Click the **HTML file** checkbox, if necessary. This will create an HTML file to be used to preview the Impaticized file on the hard drive

4. If more than one PowerPoint source file is added, click the **Apply to All** button.

5. Click the **Save as Default** button to save your settings for next time.

EXERCISE 3 – MEDIA TAB

1. 1) Click on the **Media** tab.



2. In the **JPEG Images** section, uncheck the **Always recompress** box.

   - Recompressing decreases file size, but also degrades the quality of the image.

3. Skip the **Video** section as it is not covered in this class.

   - Refer to pages 68 to 72 in the Impatica for PowerPoint User's Manual, version 3.3.3.

4. Check the **Use compact sound** checkbox.

   - This selection converts sound objects to Impatica's compact sound format which is designed for streaming sound over the Internet.

   - If unchecked, the sound will be higher quality, but the file will be large.

   Note: Leave unchecked if you intend to press your file to CD.

CREATE THE IMPATICIZED FILES (-IMP.HTML, -IMP.JAR, & IMPLAYER302.JAR)

After the source files have been selected and the impaticizing settings chosen, the final step is to impaticize and then preview the file.

EXERCISE 1 – IMPATICIZE AND PREVIEW A FILE

1. Click the **Impaticize** button in the lower right hand corner to begin the process

   - The Conversion Progress dialog box appears.
   - The **Skip** button and **Skip Remaining** button interrupts the translation.

2. Upon completion of the translation process, click the **Preview** button.

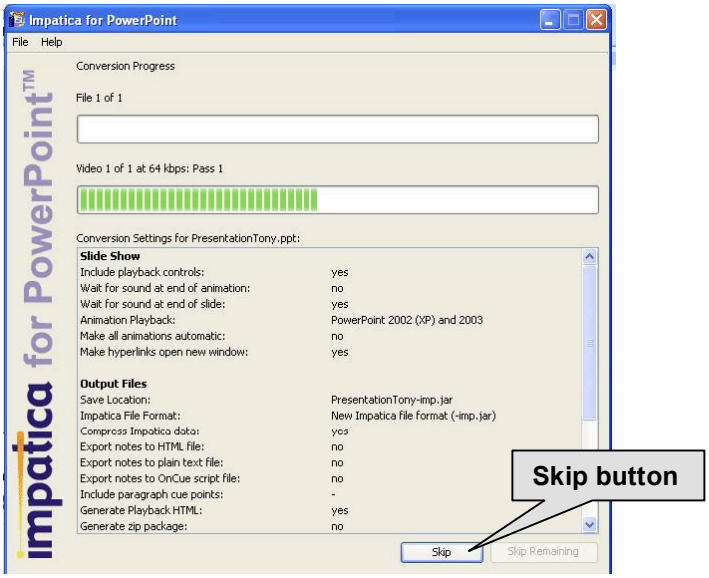
   - Internet Explorer will open and the impaticized file will play

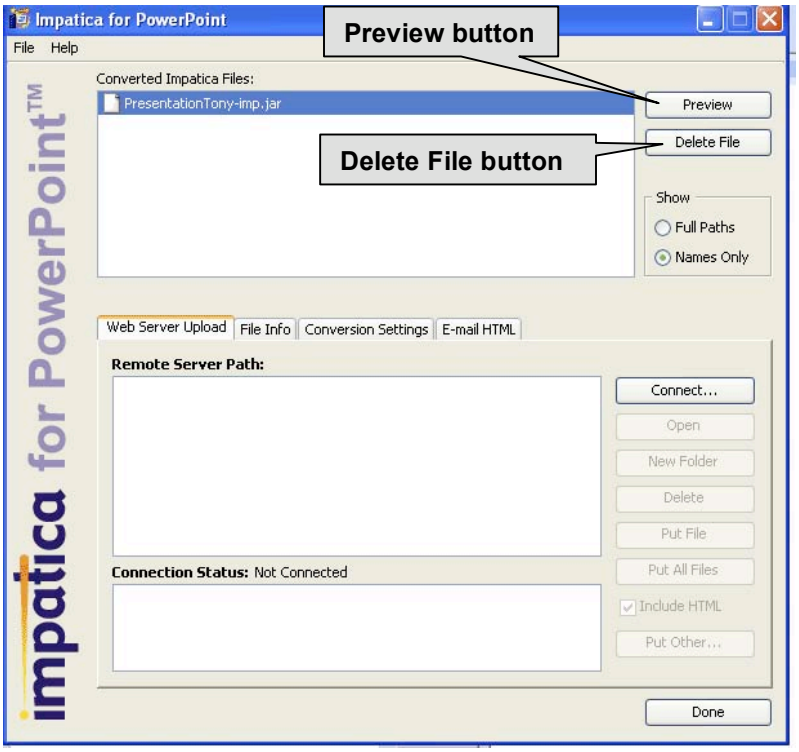
   Note: As with all media intended for the Internet, be sure to test your files in different browsers to ensure that your students will not have any problems.

   - If file does not work as expected or desired, click the **Delete File** button and re-impaticize the file.

3. Click the **Done** button.

4. Close Impatica for PowerPoint.


Impatica for PowerPoint
File Help
Conversion Progress
File 1 of 1
Video 1 of 1 at 64 kbps: Pass 1
Conversion Settings for PresentationTony.ppt:
Slide Show
Include playback controls: yes
Wait for sound at end of animation: no
Wait for sound at end of slide: yes
Animation Playback: PowerPoint 2002 (XP) and 2003
Make all animations automatic: no
Make hyperlinks open new window: yes
Output Files
Save Location: PresentationTony-imp.jar
Impatica File Format: New Impatica file format (-imp.jar)
Compress Impatica data: yes
Export notes to HTML file: no
Export notes to plain text file: no
Export notes to OnCue script file: no
Include paragraph cue points: -
Generate Playback HTML: yes
Generate zip package: no
Skip
Skip Remaining
Skip button



UNIT 3: ADDING AN IMPATICIZED POWERPOINT FILE TO A WEBCT CLASS

The impaticized PowerPoint file is now ready for use in your WebCT class. In the following exercises the impaticized PowerPoint files will be uploaded to a WebCT class and added as a Single Page.

EXERCISE 1 – UPLOAD THE IMPATICIZED FILES INTO WEBCT

1. Open **Internet Explorer**.
2. Log in to WebCT and navigate to the appropriate course.
3. Using the Navigation Bar, click on **Manage Files**.
   - ➢ The Manage Files screen appears.
4. Click on **Upload** button from the **Options: Files** menu on the right-hand side of the screen.
5. Click the **Browse** button.
6. Navigate to the Impatica files on the computer's hard drive.
7. Double-click on the **–imp.jar** file.
   - ➢ The file's information is entered into the Filename field.
8. Click the **Upload** button.
9. Repeat steps 4-8 to upload the **-Video.jar** and **-imp.html** files.

   Important Note: For the impaticized file to work properly, **all three files** need to be placed together within the My-Files area.

EXERCISE 2 – ADD THE IMPATICIZED POWERPOINT FILE AS A SINGLE PAGE

1. Using the Course Menu or Breadcrumbs, click on **Homepage**
   - ➢ The Homepage screen appears
2. Click on **Add page or tool** from the **Options: Links** menu on the right-hand side of the screen.
   - ➢ The Add Page or Tool screen will appear.
3. In the **Pages** column, click on **Single Page**.
   - ➢ The Add Single Page screen will appear.

4. Enter a title for the Single Page that will be the link to the impaticized file.
5. In the **Page Filename** section (step 2) click the **Browse** button.
   - locate and click on the **-imp.html** file.
   - click the **Add Selected** button to return to the Add Single Page screen.
6. In the link section (step 3) choose where the link will appear and make other selections as desired.
7. Click the **Add** button
8. Click on the Single Page icon to view your impaticized PowerPoint file.
9. Log out of WebCT.
10. Close the browser.

Tutorial is complete

HELPFUL RESOURCES:

- For assistance, call Cindy Yamaguchi at 933-3226, send email to cynthiae@hawaii.edu, or come by the Instructional Technology Lab in UCB 120. Lab hours: Monday through Friday, 8:00 to 5:00 (usually closed from noon to 1:00)
- Within PowerPoint, click on **Help** in the menu bar and choose **Microsoft Office PowerPoint Help**.
- Additional PowerPoint tutorials can be found at:
  - University of Hawaii - http://hawaii.edu/talent/webctfacultysupport/tutorials.htm
  - Microsoft - http://office.microsoft.com/en-us/training/CR061832731033.aspx